

MINUTES
Library Advisory Board Meeting
Friday, June 14, 2013
10:00 a.m.
Governor's Conference Room
Abraham Lincoln Presidential Library
112 North Sixth Street
Springfield, Illinois

I. Call to Order

Chairman Beckett called the meeting to order shortly after 10 a.m.

II. Roll Call:

Beckett, Carroll, Hammons, Karri, Meister, Sautter, Vinck present; Bienen, Branham excused absent; Beckett noted that Reardon would arrive shortly. A quorum was present.

Also present: IHPA Director Amy Martin, Deputy Director Catherine Shannon. ALPLM Foundation: Craig Schermerhorn, Treasurer, Rene Brethorst, COO, Sunny Fischer, IHPA Board Chairperson.

III. Review /Approval of Minutes; Chairman Beckett suggested Board take time to review minutes. He would call for approval later.

IV. Election of Officers:

Dick Meister was nominated for Vice Chair. Motion was voted and unanimously approved. The secretary will be selected at the next meeting.

Presentation:

Daniel Stowell, editor the Papers of Abraham Lincoln and the Center for Digitization of the ALPL reported on the Center's progress.

- Finding aids for manuscripts; 608 have been posted online
- Scanning of the 1831-1842 *Sangamo Journal* newspapers; 1843-1854 are scanned, but not yet online; ultimately all issues through 1865 will be scanned.
- Yates family papers (manuscripts)
- Lincolniana (1500 items; 500+ manuscripts)
- Taper Collection (includes items in various formats)
- Boys in Blue (currently working to create online exhibits for BIBI and BIBII) also will do BIBIII

He also presented some interesting ideas involving new digital games to put on the web site and digital interactive ideas for the museum's tenth anniversary.

V. Reports

Advisory Board: Steve Beckett

Open Meetings Act: Beckett stressed that it is important that meetings be open and transparent; he believes few understand the details of closed meetings, so LAB will remain open. If the executive session is necessary, it will be so noted on the agenda in advance.

He thanked staff for budget information. It is helpful but still complicated. At a future meeting, he would like a structured discussion about the budget including the financial relationship involving the Foundation, state budget and grant projects.

Eileen mentioned collaboration with UIUC, UIS and other possibilities for the future. Paula Kaufmann is retiring as Director of UIUC Library but is staying at UIUC as a faculty member with the Mortensen Center Program for International Librarianship.; Steve and Eileen want to develop an internship program with Kaufmann. User surveys are being developed for the ALPL. Discussion of a combination of business school and library school, public/private, interagency collaborations ensued. Interagency agreements with UIUC and Dominican are possible to assist when funding is not possible for various projects. We have developed good relationships with them and will have opportunities to work with university staff who have retired, but wish to remain active in education.

VI. Committee Reports:

Finances/Budget: Ranjan Karri

Discussion of information previously sent out to the Board includes detailed information on the IHPA and ALPLM budget for 2013. Information on the Hostick Fund was also provided.

Ranjan Karri noted that the type of reporting that we need has not yet been achieved. There was some discussion, stating that we will get together with IHPA staff to work on reporting needs. Board and staff need to look at these budgets programmatically.

Catherine Shannon of IHPA reported on the appropriations: Budget for the IHPA is \$27 million dollars, including \$8.7 million dollars in GRF, \$14.2 million in the Presidential Library Operating funds (funds ALPL&M); \$3 million in historic sites funds, which funds the Preservation Services and Historic Sites Divisions. Every year since the library has opened, money has been transferred from GRF. Last year money was also received from tourism promotion. Currently the ALPLM is now back to GRF, with a 9.8 million dollar transfer; we don't have 14.2 million without that transfer.

Board member's comment:

Greg Sautter noted the budget information is very clearly written. He was surprised at how little is spent on development and marketing. It was mentioned that the Lincoln movie provided great marketing opportunities.

Catherine Shannon continued to report that 80% of the budget is in personnel and related costs and utility bills. IHPA Board has to approve the allocation of the \$14.2 million on July 18th.

The IHPA Board Meeting has been postponed until July 18.

Steve Beckett asked if the budget information was on the web. Catherine Shannon replied that it was not, but could be in the future.

Ranjan stated that, at Google, 80-90% cost is personnel. But we can focus on programmatic.

Sean Vinck: Budgeting we need to present as the state's appropriation categories and the way they are set up. He believes that the legislature is in sync with what Ranjan says;

Meister thought the information was a good starting point.

Beckett stated that he believes that the Foundation has not yet been a player in the library budget. He also mentioned that, he attended the Lincoln Prize event and that he thought it was exceptional.

Amy Martin stated that the Foundation is active in providing support through the cafe and gift shop.

Beckett stated that it won't be until Taper is paid for.

Eileen explained Direct Support is the funding for percentages that come from the café and the gift shop.

Eileen: There is opportunity for very innovative curriculum development and a possibility for funding because staff would be creating products that are useful for schools.

Mission/Vision Statements:

Eileen noted we have not made great progress in further refining the vision and mission statements. Work is being done on the strategic plan and collection management.

Russell Lewis, of the Chicago History Museum, has said that accreditation will help us understand, but in terms of where we actually are. Eileen noted there is more to do but she still has the vision she had for the ALPLM in 2010. We need staff to increase their knowledge of technology and to focus on the future role of the ALPL as a research library; there are possibilities in working with Paula or **Susan Roman** or other heads of research libraries. We need suggestions for how we can take the next steps for vision/mission statements as well as the other parts that are involved.

Meister: Two issues: 1. We need to work with IHPA, to bring in outside professional help through contract to walk through the program; there are various resources internally but there is also awkwardness in being a board member and attempting to plan.

We need to review the institutional MAP assessment report from 2010. This would be an excellent beginning.

Technology:

Sean Vinck: There are three issues: infrastructure, personnel and data storage... needs sustainability. CMS is consolidating and looking for alternatives. Sean is meeting with **Michael Heitz to discuss future collaborative possibilities with UIUC.**

Constituencies and Partners:

Gary Hammons presented a list of the top 15 religious organizations as potential collaborators.

Eileen noted from Charles Branham's _____ report. Progress has been made with partnerships with the State Board of Education and the Library; she also spoke of other collaborations with institutions. With Gary's help and the help of others, we can expand collaborations with private and faith based educational institutions.

VII. Staff reports:

Jan Perone provided information on some upcoming library exhibits; Eileen expanded upon other future exhibits to be in the Museum. Eileen will report at the next meeting after meeting with the Chicago History Museum.

Gary Stockton discussed and included material from Cheryl Schnirring:

Glenna Schroeder-Lein: Kathryn Harris reported for Glenna on the upcoming Library Treasures Book.

Mark DePue: Distributed a brochure describing the Oral History Program. Indicated that the goal is quality, not quantity of interviews. Also stated that accessibility has been a priority. From the beginning, the Oral History Program has been digitized and is on the web site. Noted there is a new address for the Oral History Web Site. Stated that 300 interviews have been posted; they are added quickly because of a large number of devoted interns and volunteers.

He then described Illinois State Craft, which is about Illinois politics. Initiated by Cullom Davis, it includes 240 hours of interviews with Jim Edgar and others in his administration. We are currently in the process of developing the same with former Governor James Thompson. He has pledged money that will allow Mark to hire a graduate student to work on the project. It takes 2-3 years to get the transcripts done, digitization completed, and uploaded to the web.

Eileen pointed out that we have an extensive oral history collection in AV and that it will eventually be put online as an important addition to the historical library.

Mark emphasized that they try to get diversity in the interviews. Further discussion of the importance of getting interviews with younger people as well as older people. Other oral history collections include:

VIII. Discussion:

Collection management:

Gary Stockton: After a review of other libraries' policies, it would seem that we need a greater Collection Management/Collection Development Policy.

Beckett concurred.

Eileen: we have looked at collections management plans at major institutions; smaller libraries than ours have them. It will be complicated and there will be a role for the LAB. She recommends that Gary continue to check out the plans and policies of other institutions such as Pennsylvania and New York; Newberry is willing to work with us. Paula Kaufman can also help us to move forward.

Our research library is being _____ a new. Our staff is too small. We need people conversant in technology and research library issues as well as issues related to being a state agency. Eileen asked Gary to continue to look over all the documents and make a spread sheet illustrating the differences and similarities of the plans/policies of other institutions.

The Hostick Fund is \$ 2.5 million, one of the uses of this fund could be to help us with accreditation consultants on a scope of work will be developed.

Staggered terms for the LAB.

Need to know end dates of terms of LAB. Sean stated that this information is available online at appointments@illinois.gov. (Be sure this is correct address)

Recommendations on Malvern Archives request:

The IHPA Board also has Malvern on its agenda.

Malvern Discussion: Beckett thinks we need to provide the HPA advice for the Malvern Document. He is opposed to closed meetings. There was an extended discussion of the Malvern document and how the library obtained it. The Library is in possession of a bill of sale. The National Archives wants it returned. Garth allowed that we might be involved in litigation if we do not return it.

Meister said that from the historian's viewpoint that returning the document was the right thing to do.

Sean Vinck stated his concern that this would set precedent for other materials being returned that are in the possession of the library.

A roll call vote was held to determine LAB position. All voted yes to advise IHPA to return the Malvern Document to the National Archives, except Vinck.

Proposed New Visitor Registration:

New sign-in procedures have been implemented in the library. Future possibilities include a video for library patrons to watch outlining policy and procedures and tighter security for handling coats and documents brought into the Library by researchers.

125th Anniversary of the IL State Historical Library:

Eileen spoke about the Library Treasures Book being edited by Glenna Schroeder-Lein. The book will feature interesting and unusual items from each of the library's collections. It is being published by SIU Press. We are hoping that there will be aggressive marketing by the publisher.

IX. IHPA Report:

Sunny Fischer stated that she was pleased to attend the meeting that the IHPA Board is here to support the library and continues to look forward to the partnership between the Library Board and the IHPA Board.

Director Amy Martin: There is a New Chief of Staff at the museum starting Monday; Ken Crutcher. This is a new position; has budget experience and is a lawyer.

They are still working on filling the vacant State Historian position but hope to start the search by the end of the summer. The vacant Historic Research Historian position has been posted and closed today. Interviewing will be in the fall.

There are five areas of focus for the Library/Museum:

1. 10th anniversary of the library/museum...2015;with that the commemoration of the 150th anniversary of Lincoln's funeral involving the OSC, Lincoln's Tomb, and the Museum

2. 125th Anniversary of the Library

3. 150th Anniversary of the Gettysburg Address...planning a week-long celebration with the Foundation, all inclusive for children and life-long learners, featuring various activities; possibly a free admission day for Veterans, a naturalization ceremony by Judge Mills, a Lincoln Banquet, filming of people reading the Gettysburg Address. The Foundation has a project for "272 words...what would you write?" (Gettysburg Address has 272 words). At midnight on Nov 19, a Lincoln impersonator will read the Gettysburg Address in the Museum.

4. The Emancipation Proclamation... Will move for a viewing as discussed by the Governor to move to Chicago History Museum this fall.

5. 2018 Statehood Bicentennial Commission...Announcements of state bicentennial commission member positions will be made at the State Fair this year.

X. ALPL Foundation Report

Craig Schermerhorn: Craig answered questions about foundation financial. He stated that the mission of the Foundation is to support educational and cultural programming of the museum and library.

Beckett and Carroll noted the Foundation has a more limited, Lincoln-focused mission as opposed to the ALPL which has a broader Illinois history mission. He also posed the question of when Taper is paid for, will the Foundation support the purchase of a collection not related to Lincoln?

Director Martin replied yes, the Foundation supports the facility.

Beckett asked how important the Lincoln Prize Dinner is to fundraising. Director Martin stated it is of little importance.

Schermerhorn stated that they give 100% of library/gift shop profits to the library/museum. They also receive grants from public and private organizations. NEH is one of the examples.

Carroll inquired what the dollar amount was that was given to the library before the Taper collection was purchased.

Schermerhorn replied that it is largely spent on foundation staff. Taper is worth 25 million; 7 million in investment assets; it is not a legal endowment. The Foundation will continue fundraising after Taper is paid. The Foundation is here to complement state government financing.

Carroll suggested that after Taper is paid for, we need to develop shared strategic priorities with the Foundation.

Renee illustrated collaboration in getting grants: The library, foundation, historians, and the education department got a grant thru JP Morgan Chase, ADM, &AT&T. As a result of this collaboration they produced educational handouts for educators. The brochure illustrating this was passed out.

X. Adjournment:

Meeting adjourned by Chairman Beckett at approximately 1:10 p.m.

NOTE: The following documents were distributed at the meeting: Minutes from the March 22 LAB Meeting, Treasures Book Summary, June 14, 2013, The 15 Largest Religious Denominations in the United States(Affiliations in Illinois), ALPLM Advisory Board Meeting Dates/Locations,

Information on the Malvern Logbook, Finance (30ILCS 160/) Public Use Trust Act, and IHPA/ALPLM budget info from Article 23.

MALVERN DOCUMENT: ACTION ITEM

Below is the action taken by the IHPA Board of Trustees at its June meeting. The minutes of this meeting were approved and include the following:

Garth Madison cited Section 2(c)/11 of the Open Meetings Act for an update on litigation and probable litigation to close the meeting to Executive Session. Chair Fischer called for a motion to close the meeting, Julia Bachrach motioned and Gary Hammons seconded the motion.

Following the conclusion of executive session, Chair Fischer called for a motion to return the page from the USS Malvern back to the National Archives, Mindy Johnston motioned and Jeanie Cooke seconded the motion.

The motion unanimously passed.